

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Budget Packet Contents

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BUDGET COMMITTEE MEETING AGENDA
THURSDAY, MAY 21, 2020
12:00 NOON
ZOOM VIRTUAL MEETING
(Access information on following page)

AGENDA:

1. CALL TO ORDER/INTRODUCTIONS
2. ELECTION OF COMMITTEE CHAIRMAN AND SECRETARY
3. PRESENTATION OF FY 2021 (JULY 1, 2020-JUNE 30, 2021) BUDGET
4. RECOMMENDATION TO MCEDD BOARD OF DIRECTORS
5. ADJOURNMENT

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact MCEDD at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Budget Committee Meeting

Time: May 21, 2020 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94793839682?pwd=ZEJHbFNvK0s5MmI4cCtiQUVVVSUpjZz09>

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

BUDGET COMMITTEE MEETING MINUTES
THURSDAY, MAY 09, 2019
12:00 NOON

MCEDD OFFICES
515 EAST SECOND STREET
THE DALLES, OREGON

ATTENDANCE

Committee Members: Fritz Ellett, Jan Brending, Sam Bauer, Dana Peck, Eric Proffitt, Tiffany Prince

Staff: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Siri Olson (Finance and Operations Manager), Lauren Hernandez (Office Administrator)

Guests: Ken Bailey (MCEDD Board)

CALL TO ORDER/INTRODUCTIONS

Dana Peck called the meeting to order at 12:02 p.m.

ELECTION OF COMMITTEE CHAIRMAN AND SECRETARY

Dana Peck opened the floor to nominations for the position of Committee Chair and Secretary. Nominations were made for Jan Brending to hold the position of Committee Chairman, and for Eric Proffitt to hold the position of Committee Secretary.

Eric Proffitt motioned to elect Jan Brending as Budget Committee Chair. Sam Bauer seconded the motion. Motion carried unanimously.

Jan Brending motioned to elect Eric Proffitt as Budget Committee Secretary. Tiffany Prince seconded the motion. Motion carried unanimously.

BUDGET COMMITTEE MINUTES

Eric Proffitt motioned to approve the May 17, 2018, Budget Committee Minutes as presented. Jan Brending seconded the motion. Motion carried unanimously.

PRESENTATION OF FY 2020 (JULY 1, 2019-JUNE 30, 2020) BUDGET

Amanda Hoey and Siri Olson presented the FY 2020 MCEDD budget. The presented budget included the budget narrative, proposed appropriations by category, historical data, all funds budget, operational budget, special projects budget, transportation budget, salary plan, benefit plan, and local assessment matrix. The MCEDD budget was prepared through careful analysis of prior year's budgets, actual expenditures, and forecasted revenues and expenditures for possible future projects.

Siri explained that over the past year, MCEDD has experienced an increase in loan program lending activity, which has decreased the Loan Funds Available to Loan from prior years. MCEDD Loan Revenue projections are based on the current loan portfolio using a three-year

average. OIB is based on a four-year average. Using a four-year average helped even out an anomaly in FY17 lending. Severely delinquent loans and loans currently in litigation were removed from the projections. The interest rate used to calculate projections is 7.5%. This is an increase of .5% from last year, but staff feels this is still conservative. Interest revenue for the Attainable Housing Revolving Loan Fund was calculated using 4.75%. Staff projects this fund will be fully utilized in the next fiscal year. Loan expenditures are standard as compared to prior years with the exception of transitioning towards including ACH expenditures in loans as MCEDD moves towards receiving electronic payments from loan clients. Siri explained that in FY19, Restricted Carryover was included in the budget, but this has been rolled into Available to Loan Beginning Balance for FY20.

Siri noted the transportation department makes up \$1,476,103 of MCEDD's projected budgeted revenue, which is primarily funded with federal and state dollars. Siri explained the Statewide Transportation Improvement Fund comes from the Statewide Transit Tax implemented on July 1, 2018. This funding allowed MCEDD to enhance and increase public transportation services. STIF revenue included in the budget is based on the state-provided estimated payment amount. Several projects are included in the STIF budget. The transportation department's state agreements are based on a biennium. Siri noted January 1, 2020, is the start of the new biennium, and the budget reflects 50% of the funds with anticipation of the next 50% to be included in the FY21 budget. The transportation budget also includes the purchase of a new bus, the completion of the bus barn and gate, and bus shelters. These expenditures are included in Capital Outlay.

Discussion: Jan Brending asked what the TCM Program is. Siri replied the TGM is the Transportation Growth Management Program. MCEDD submitted a letter of interest to conduct the plan but has not yet heard a response. The budget includes the revenue and expenditures for this funding, if it is received. If MCEDD does not receive the funds, it will not move forward with the plan. Siri noted the majority of the expenses associated with the plan are contracted services, so MCEDD will not contract for those services if no funding is received. Amanda Hoey added the application is due in June, and if the funding is not received, there will be no impact on personnel.

Siri reported Special Projects makes up \$939,733 of FY20 projected budgeted revenue. This budget is based on actual-known contracts for FY20. Siri explained there is little flexibility to increase capacity in Special Projects, so if MCEDD receives additional projects, a supplemental budget process may be necessary.

Siri explained the biggest anticipated expense is personnel expenses. MCEDD has experienced growth and changes in staffing levels, which is primarily contributing to these expenses. The salary schedule for FY20 includes a 2% Cost of Living Adjustment (COLA) for all employees. It also includes the addition of an Administrative Assistant position to help support the organization's growth. One part-time Project Manager will be increased to a .85 FTE to meet the needs of grant administration and labor standards projects. Siri noted the transportation department has seen growth in services from the deviated-fixed route and STIF projects, so more staff capacity is needed to meet these demands. Additional drivers will be hired, a part-time dispatch position will potentially be increased to a full-time position, and an increase in wages is included in the salary scale. Siri explained the allocation of wages for transportation staff is based on revenue funding sources specific to direct transportation services. Other Payroll

Expenses make up 40.7% of MCEDD's OPE payroll expenses, including health insurance and retirement contributions. Siri noted the budget was built on an anticipated 6% increase in health insurance premiums on January 1, 2020, but actual rates were released and the increase will only be 3%. A Premium Only Section 125 Plan is included in the proposed benefit schedule, effective January 1, 2020. This plan will reduce taxable wages for employees who choose to participate.

Discussion: Amanda stated a 2% COLA was included in the FY20 salary schedule as there was revenue to support the increase. Jan asked the process for determining the COLA rate. Amanda replied staff looks at federal rates and then looks at what the budget will allow for. Eric Proffitt asked if staff considers the Consumer Price Index. Amanda replied yes, the CPI is used to tie the COLA to the anticipated cost of living. MCEDD is not able to offer a COLA every year, but when the budget allows for it, it is included.

Siri highlighted that Event Services has substantially reduced compared to prior years. This is due to transitioning Oregon Connections out of the region. Funds in this line will primarily be for the Economic Symposium.

Discussion: Amanda noted the Fort Dalles Readiness Center has been secured for the Symposium. Tiffany Prince asked if the Event Services budget is enough to cover the event. Amanda replied most of the cost of the event is the rental of the facility and some light refreshments. Tiffany suggested exploring the possibility of partnering with the college for the event, as this could give the potential to rent the facility space at a reduced cost.

Equipment and Supplies primarily includes a new camera system for the new transportation vehicles and an upgrade to the driver tablets for the entire fleet. This line also includes the GTA Wind Challenge.

Discussion: Eric asked what the rotation is for IT equipment. Amanda she is unsure of when the tablets were last upgraded, but for most IT equipment, the rotation schedule is five years. This depends on if certain equipment is experiencing issues. There is some funding included in the budget to add additional IT equipment for new staff and to cycle out some old equipment.

Siri explained that Contractual expenses have increased over time. The FY20 budget includes a second year of funding for MCEDD's AmeriCorps RARE through University of Oregon. The RARE program has been a tremendous asset to MCEDD. The Contractual line item includes the Universal Pass and the annual expense for the Ecolane software used by the transportation department. This line also includes the Transportation Growth Management Plan. Siri noted STIF projects are included in the Contractual expenditure lines.

Discussion: Eric asked if the Legal Services budget will cover the legal issues MCEDD is currently experiencing with loans in litigation. Amanda stated the budget will cover what is currently anticipated. The amount was increased from \$11,850 in FY19 to \$12,600 in FY20 in anticipation of loans currently in litigation. There is room in the FY20 budget above what was included in the FY19 budget, so staff anticipates that the budgeted amount will be sufficient, pending any unexpected issues.

Siri explained Testing/Training/Screening has been increased from FY19 due to anticipated increase in testing rates due to FTA regulations. The random selections for drug testing will

increase from 25% to 50% of employees per selection round. This line also covers DOT physicals required for drivers with a CDL as well as training for transportation staff.

Vehicle Costs expenditures have been increased due to an anticipated increase in services and increased maintenance on the fleet. Siri explained that the fuel line includes a significant increase of 16% due to potential impacts House Bill 2020 could have on fuel prices. The fuel line increase also includes increases related to anticipated increased mileage and fuel for expanded services relating to STIF projects. Other Vehicle Costs of \$180 include registration and title fees for the new vehicle.

Siri explained the Communications budget is in line with what staff anticipates in FY20. Telephone and Networking will roll into building costs. Staff is working towards consolidating the MCEDD Office into the Transit Center in December. The budget includes rent for the 2nd Street office from July to December. From January to June 2020, rent will be 50% of the total Facility expenses, which will be allocated to all non-transportation funds based on the current Indirect Policy. Rent will only affect non-transportation funds, and no transportation category has a rent expense line. Building Costs include \$10,000 to build the reserve fund to maintain the Transit Center facility. The Utilities and Janitorial line item shows a decrease due to consolidating to one location. Building Remodel expenses are included for non-transportation funds based on the Indirect Policy.

Siri outlined that Bonds and Insurance includes a projected increase of 5%. In the Grants line, the Oregon Investment Board is the only fund in MCEDD's budget to provide grants to other entities. The maximum amount budgeted for FY20 is \$25,000. The Revolving Loan Fund includes payments of both principal and interest for MCEDD's five IRP loans.

The Total Expenditures budget is \$7,951,109.

Discussion: Amanda stated she is unsure of the remodel cost. Before the process began to consolidate MCEDD into the Transit Center, she sought estimates for what the work might cost. Staff inflated this cost to cover moving and miscellaneous costs. Amanda noted the price for the remodel could fluctuate. Based on the estimate information, \$61,600 was budgeted for the building remodel. Sam Bauer asked if MCEDD will get a fixed price contract when the work begins. Amanda replied yes. The architect, Alice Hellyar, has finished initial drawings, and when the bid goes out in the next three weeks, part of it will be a firm, fixed price. Jan asked about contractor availability in The Dalles. Amanda stated she discussed this with Alice, and Alice believes the project can be a good 'fill-in' project for contractors who are also working on other projects. Jan asked if there will be drywall changes. Amanda stated yes, but there will be no major utility changes.

Dana Peck asked if the EDA appropriation looks good on the federal level. Amanda stated MCEDD received a final announcement on the securing of MCEDD's three-year Planning grant. Subsequent years are subject to congress appropriating money to the EDA, but FY20 looks secure. Amanda noted the OIB is still working on determining a pathway to receiving the \$2 million that was authorized but never appropriated. This

issue gained some traction for appropriation in FY20, but it is not secure enough at this time. Any movement will likely happen after FY20.

Dana stated MCEDD should try to tap into more funding from the State of Washington. Amanda replied some funding from special projects dealing with infrastructure is from Washington entities. Washington has Associated Development Organizations dollars, which Oregon does not have, so Oregon counties typically contract with MCEDD for these economic development services. Looking for other ways MCEDD could work directly with other state dollars would be helpful. Jan noted the structure of Washington funding is challenging compared to Oregon, and currently, most Washington legislature funding bills are focused on housing.

Dana stated it is time to reassess the local assessment percentages. Amanda explained the MCEDD Board put in place a plan with incremental increases. The FY20 budget includes a \$.61 per capita assessment plus direct port allocations, which is relatively low. This revenue allows MCEDD to match some of the EDA dollars it receives. Amanda stated it would be good for the Board to discuss where the assessments should be positioned long-term. Ken Bailey noted the Board can look now at where to go after the current fee plan ends, and it is best practice to give notification of increases a year in advance so the fee can be included in budgets. Amanda explained most counties (with the exception of Sherman County) pay only for their unincorporated areas. The level of dues has been low, but the conversation is a challenging one to have. Amanda stated she believes it is a worthwhile conversation to have with the counties and cities to ensure MCEDD can cover the costs of the services it provides. Eric Proffitt noted the 2020 census could increase the per capita totals. Amanda replied the current rates are based off of 2010 census data, and this will change after 2020 data is received. Jan questioned the accuracy of the data the 2020 census will generate. Ken suggested the Executive Committee review the assessment schedule and present options to the Board.

Jan Brending motioned to recommend the Executive Committee review the Local Assessment Schedule for future budgets. Fritz Ellett seconded the motion. Motion carried unanimously.

Jan Brending motioned to approve the FY2020 budget as presented for recommendation to the full MCEDD Board to adopt the budget. Fritz Ellett seconded the motion. Motion passed unanimously.

ADJOURNMENT

Jan Brending motioned to adjourn the meeting. Fritz Ellett seconded the motion. Motion carried unanimously.

The meeting adjourned at 12:47 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

FISCAL YEAR 2021 (July 1, 2020-June 30, 2021)
BUDGET NARRATIVE

SUMMARY

The budget has been prepared to facilitate the wide-range of services that MCEDD provides. The budget preparation included careful analysis of prior year's budgets, actual expenditures (prior year and current year), and forecasted revenues and expenditures for new programs. Major changes incorporated into the FY21 budget include:

- an increase in funding for transportations services as a result of continued funding through the Statewide Transit Improvement Fund (STIF) and additional ODOT grants;
- funding from Oregon Community Foundation and Economic Development Administration Revolving Loan Fund to support the Loan Program in response to COVID-19;
- Economic Development Administration to support economic resiliency efforts and strategies to support the regional economic status due to COVID-19; and
- Staffing transitions in relation to the Deputy Director and Finance Manager positions and to increase staffing levels to meet demand.

The following provides a brief description of significant factors which are relevant to understanding MCEDD's budget.

BEGINNING BALANCES

CARRYOVER: The anticipated carryovers from FY20 include Intermediary Relending Program (IRP), Regional Strategies, Attainable Housing Development Revolving Loan Fund (AHDRLF), MCEDD Microloan program, Special Projects (project specific), Transportation and the General Fund.

RESTRICTED CARRYOVER: Special Projects restricted carryover is the estimated balance available for specific special projects that cross over multiple fiscal years. While there are a few other small projects, the primary carryover is related to the ROI/RDBG Grant project to support economic resiliency, which started in the last quarter of FY20; and Transportation Operations restricted carryover is a result of STIF funds.

UNRESTRICTED CARRYOVER: The IRP, Regional Strategies and AHDRLF carryover funds include amounts in unrestricted carryover as these amounts were accumulated from prior years of loan fund income not spent on administrative costs. Transportation Operations unrestricted is comprised of general funds and funds to support the Bus Shelter project.

LOAN FUNDS AVAILABLE TO LOAN: Available to Loan Funds are based on the projected beginning fund balance, reduced by the estimated amount that is available for Administration. The Available to Loan balance is more than in previous years due to decreased lending activity in FY20 due to utilizing the remaining available to funds in the IRP, EDA, and Regional Strategies loan funds. Additionally, the Available to Loan balance includes a potential influx of \$770,000 to develop a new Revolving Loan Fund supported by the Economic Development Administration in response to COVID-19.

PROJECTED REVENUE
FEDERAL

PLANNING GRANT – MCEDD has a three-year Economic Development Administration Partnership Planning grant which is expected to provide at least \$80,000 annually in federal funds, with a required cash match of \$80,000 annually. Local Assessments will be utilized to provide a portion of this match and the remainder of the match derives from Fee-for-Service projects. FY21 is the second year of the three-year grant.

EDA CARES ACT PLANNING GRANT – MCEDD is invited to apply for additional funding from the Economic Development Administration Partnership Planning grant which is expected to provide up to \$400,000 bi-annually in federal funds, with no required cash match.

SPECIAL PROJECTS – The primary source of federal revenue for special projects is for the Gorge TransLink Alliance Mobility Management project and Drive Less Connect effort, but also the Rural Business Development Grant. It includes pass-through contracts to MCEDD from Washington State Department of Transportation and Oregon Department of Transportation. Additionally, MCEDD is still working through several multi-year contracts to provide Grant Administration to local partners.

TRANSPORTATION (LINK)- Federal funds includes revenue from a grant for purchase of two replacement vehicles, general operations, and expansion of the deviated fixed route. The majority of federal funds are based on biennium agreements, with FY21 being the last year of the current grant agreements. Revenue is predicted based on half of the biennium amount.

STATE-

SPECIAL PROJECTS: Includes funds under contract with the state under the Rural Opportunity Initiative and Transportation Options for Hood River Drive Less Connect activities.

TRANSPORTATION: Includes revenue for state Special Transportation Funds (MCEDD as subrecipient for funds through Wasco County). Also includes State Transportation Improvement Fund (STIF) dollars which are funding by the Statewide Transit Tax. The revenue budgeted is reflected to the most recent forecast provided by ODOT. The STIF funds will be supporting the Transportation Growth Management Program (TGM) and the match requirement for the purchase of two new vehicles.

LOCAL ASSESSMENTS – The local assessments are included based upon the recommendation of the MCEDD Board of Directors. It includes a \$0.67 per capita assessment to counties and cities and an overall total assessment to member Port Districts. This revenue category also includes the assessment to the City of The Dalles to support transportation services in The Dalles, which is projected at the same rate (\$20,000) as last FY.

CONTRACT REIMBURSEMENTS –

SPECIAL PROJECTS: A substantial source for contract reimbursements is through special projects, which includes contracts with counties for economic development services, technical assistance and grant administration for infrastructure developments, staffing for industry alliances, and related projects. Special projects revenue includes an anticipated foundation grant contract to support a portion of the required MCEDD

contribution for an AmeriCorps RARE position; and, anticipated support from The Meyer Memorial Trust to support the Hood River Energy Plan and Program Manager (Energy Coordinator) position.

TRANSPORTATION: Includes projected revenue for contracted services by the LINK to provide non-emergency medical transportation (NEMT) rides through Logisticare and contract with Greyhound to provide a bus stop at the Transit Center.

OIB: Includes the approved contracted amount with the Columbia River Gorge Oregon Investment Board (OIB) for MCEDD services.

LOAN FUND REVENUE- Loan fund revenue is based upon current loan revenue projections for loans already in MCEDD and OIB’s portfolios, excluding any in current litigation. The revenue for existing loans is based upon the approved loan terms for those clients. The Loan Fund Principal and Interest includes adjustments to reflect payment deferrals and interest only payments as a result of COVID-19.

The level of new MCEDD loans funded is projected using a three-year average of lending, which is consistent with the manner in which we made projections last FY. See the table below for further detail. Staff analyzed both a three- and four-year average, which were comparable.

Loan Fund Revenue Projections Using a Three Year Average	
Fiscal Year	MCEDD
FY18	\$ 777,200
FY19	\$ 1,384,500
FY 20 (projected)	\$ 613,500
FY21 new loan projections <i>Average (rounded)</i>	\$ 925,000

The OIB new loan projection is developed using a three- year average of lending to project loan fund revenue, consistent with the direction from the OIB in prior years. The OIB included an additional \$80,000 in a set-aside and projected lending for the pilot program to provide alternative access to capital that is focused on short-term loans.

Loan Fund Revenue Projections Using a Four Year Average	
Fiscal Year	OIB
FY18	\$ 491,895
FY19	\$ 465,000
FY 20 (projected)	\$ 79,300
FY21 new loan projections <i>Average (rounded)</i>	\$ 345,400
FY21 – Include Pilot Program (\$80,000)	\$ 425,400

For the Attainable Housing Revolving Loan Fund, the anticipation is full utilization of the original allocation to fully revolve funds. Revenue is calculated accordingly.

LOAN FUND PRINCIPAL REPAYMENTS- Loan fund principal repayments revenue was

based on projected payments from existing loan clients and includes scheduled loan payoffs, and known potential modifications which impact potential loan payoffs, as well as payments from new loans projected to be made in FY21. Adjustments were made to principal repayments for loans working through the COVID-19 repayment deferral process and with a current severely delinquent status to reflect actual anticipation for repayment. Principal repayments for projected new loans anticipate a three month interest only period at the start of all new loans and a 70 month term. It anticipates that loans are booked throughout the fiscal year.

In anticipation of the EDA CARES Act RLF funds of \$770,000 is projected to have the entire available to loan amount made available due to the anticipated need and demand of capital resources in our region. Additionally, with the expectation to lend out the entire amount in two-years or less, this will not restrict the amount that can be accessed during this time of need.

LOAN FUND INTEREST - Loan fund interest calculations are based on the following criteria:

1. Loan fund interest from current loans is included in the FY21 projections. However, adjustments were made to interest calculations for loans working through the payment deferral process and with a current severely delinquent status to reflect actual anticipation for repayment. In addition, interest payments were removed for loans which we anticipate to payoff and for loans currently in litigation or pending litigation.
2. Interest in FY21 from the estimated new loans booked during the remainder of FY20 (from May and June 2020) is included in the projections.
3. Projected loan interest for loans that have scheduled balloon payments in FY21 are assumed to be paid in full, unless they are already in the process of restructure. Appropriate adjustments have been made to reflect the refinance of such loans in FY20 and in the FY21 budget.
4. An estimated interest rate of 7.75% was used for budgeting purposes. It is a conservative figure as the average for the past few years has been higher on most of MCEDD's loans. Actual individual loan interest rates vary depending on the associated risk of each loan.
5. EDA CARES Act RLF funds uses an estimated interest rate of 4.25% in reflection of the intention of these funds.

The Attainable Housing Revolving Loan Fund (AHDRLF), which was originally seeded with \$2 million from the State of Oregon, has a lower base interest rate. Projections are based on the current RLF plan, with an estimated 4.75% interest rate. In order to provide the opportunity to revolve the fund, we have projected full utilization of the original principal. This maximizes our ability to make loans to fully revolve the fund, but revenue also then reflects higher in both interest and fees. To offset this higher revenue which may not be realized in the fiscal year, we have allocated only a portion of revenue to expenses. The exception is with filing fees, which are fully allocated as they would be direct costs associated with any new loans.

LOAN FEE REVENUE- The following are the two primary sources of loan fee revenue:

1. Loan fees are projected to be 1.5% of the loan amount, with the exception of the Attainable Housing RLF program which charges a 1% fee. The loan fee revenue is based on the total amount of anticipated funds loaned during FY21.
2. Other fees earned include restructuring fees, loan filing fees, and late payment fees.

The loan fee revenue also includes loan filing fees and late fees, in addition to the loan processing fees. The late payment fees are unchanged from the year prior, which is a conservative revenue estimate as actuals have been trending higher than budget.

LOAN FUND INVESTED INTEREST - The loan fund investment income is budgeted to accrue at approximately 0.05% and is based on funds from the following categories: fund balances waiting to be loaned, loan loss reserves balance, and IRP payment funds waiting to be disbursed.

OTHER REVENUE- Other revenue includes various revenue received from the annual Economic Symposium to cover the coinciding expenses to host the event. It also includes anticipated farebox (rider tickets) and vending revenue. In addition, it includes the interfund transfer to Transportation for rent from non-transportation funds. Other revenue includes commission received from sale of Greyhound tickets.

PROJECTED EXPENSES

WAGES – Annual salaries are included for all staff based on the salary schedule approved by the Board. There is a 2% COLA increase included this year. Step raises for eligible employees are included. Compared to last year the following changes are reflected:

- Addition of Project Manager in anticipation of the EDA CARES Act Planning Grant;
- Addition of support staff to provide staffing capacity to meet demands for the Loan Program and Finance;
- Increase in the part-time Project Manager position to provide increased staffing capacity to meet the demands for shifts in special projects;
- Increase of two drivers to fulfill needs for additional capacity resulting from the new Deviated Fixed Route and STIF funded projects; and
- A change in the Deputy Director and Finance & Operations Manager wage, as we anticipate to fill the impending staff vacancy starting at a lower range on the pay scale.

The allocation of wages reflects the duties of staff. The Executive Director is allocated across all programs based upon direct engagement with these programs in providing services, as well as providing overall leadership and direction. The Deputy Director has some broad allocations, but a primary concentration in transportation, which reflect the MCEDD organizational structure. Project and Program Managers are assigned to specific special projects and the planning grant. The Loan Fund Manager is assigned to loan funds and special projects that directly relate to the loan program. Administrative staff wages are allocated based upon anticipated support functions required by all functions of the organization and allocations are based upon historical and anticipated usage of time from these staff by area.

The Transportation Operations Director is allocated across transportation programs based on direct support and providing services in these programs. Dispatch/Drivers are distributed based on funding source revenue in the projects where direct transportation services are provided.

OTHER PAYROLL EXPENSES (OPE) – Operating Personnel Expenses are based on a 39.7% Fringe & Tax rate. This rate includes an anticipated 5.5% health insurance rate increase in January 2021 and 0% dental insurance increase. The budget therefore includes six months at the higher rate. Employer contributions for insurance is generally included for eligible employees. Other Fringe Benefits include a 457(b) contribution at 8.75%, disability/life insurance, and a Premium Only Section 125 plan in which employees may elect to participate, as premium payments will be on a pre-tax basis.

PERSONAL TIME OFF (PTO) – PTO is calculated using the predicted PTO balances as of

June 30, 2020 and earned PTO for FY 2021, up to the maximum per MCEDD personnel policies. The maximum is 146.25 hours per employee (accrual up to 195 hours, with 75% liability payout = 146.25 hours). This expense is included as a General Fund expense and General Fund Transportation expense. Due to uncertainty of PTO usage, no reduction of leave taken was incorporated into the estimated liability.

TRAVEL – The overall cost for travel for FY21 is decreased based on anticipated expenses for travel for delivery of programs. Travel for the new Executive Director, Deputy Director, and Finance & Operations Manager have been considered in the budget to meet potential training needs.

EVENT SERVICES – Event services includes expenses related to the Annual Economic Symposium as well as possible events related to the EDA CARES Act Planning Grant.

EQUIPMENT AND SUPPLIES – The budget includes new computer equipment for staff on the scheduled replacement rotation. It also includes new camera systems for new vehicles, and replacement equipment as needed, such as tablets. The majority of the Equipment and Supplies for Special Projects is related to GTA Wind Challenge and Robotics, which are reimbursable items.

PROFESSIONAL SERVICES

LEGAL SERVICES – Costs associated with legal services are estimated higher than the prior budget, due to the actual costs that were associated with legal services for FY21 and due to ongoing uncertainty with certain loans in litigation and changes within staff positions.

AUDIT – The FY21 budget reflects the anticipated cost for auditing services which are under contract. Due to the growth of the organization the auditing services has increased.

CONTRACTUAL –Special projects include a number of anticipated large contractual service expenses and changes:

- A first year AmeriCorps RARE through the University of Oregon
- Universal Pass – Includes expenses associated with partner agencies included in this project.
- Transportation Operations – Includes Ecolane software system used for scheduling based on the current use and peak vehicles, installation of bus shelters, and IT/ server support.
- STIF funded projects including the Wasco County Transportation and Growth Management Plan, bus bike rack installation, and Spanish language outreach.

TESTING/TRAINING/SCREENING: Professional services includes drug/alcohol testing expenses and driving records necessary for the operations of the LINK public transportation. Includes small increase to cover FTA random selection rates at 50 percent of covered employees, as well as, required transportation staff training and CDL physicals. It also includes volunteer background checks as it relates to GTA Wind Challenge and Robotics events.

VEHICLES:

MAINTENANCE: Generally, vehicle maintenance is included per schedule. There are 11 vehicles in the fleet currently, with an anticipation of increased costs due to expanded STIF services.

FUEL: Is based on current year transportation activities, plus increased routes for FY21.

OTHER VEHICLE COSTS: Includes registration and title fees associated with purchasing two replacement vehicles.

COMMUNICATIONS:

ADVERTISING: Mostly at level with FY20 and is primarily for expenses associated with the expanded services related to STIF.

POSTAGE/FREIGHT: Decreased from prior years based on actual expenses. In addition, consolidating to one location reduced the mail and postage activities.

PRINTING: Increased in anticipation of activities largely in part due to the EDA CARES Planning Grant. Anticipate updated printing related to Transportation Operation Services and Mobility Management.

PUBS/SUBS: Budget at level amount due to as there is not a significant change anticipating.

TELEPHONE/ NETWORKING: Includes anticipated increase in rates and costs associated for one location. Although, budgeted at level compared to FY20, includes anticipated increase for ISP services to continue to support remote work. Includes increased amount to conduct additional online surveys (networking) than in previous years.

BUILDING COSTS-

RENT: MCEDD Administration will be paying rent to Transportation, based on 50% of total Facility expenses, which is then allocated to all non-transportation funds based on the current Indirect Policy (Total Direct Wages). Included in facility expenses is \$10,000 to build the Facility Reserve fund.

UTILITIES AND JANITORIAL: Costs have decreased from FY20 with the consolidation, as there is only one facility to maintain.

REMODEL ALLOCATION TRANSIT CENTER: MCEDD has created a 5 year interfund loan which affects all non-transportation funds to cover the cost of the Transit Center remodel for the Administration, based on Indirect Policy (Total Direct Wages).

BUILDING REPAIRS AND MAINTENANCE: The building repairs and maintenance are held steady to cover standard repairs and maintenance issues which may be encountered at the Transit Center.

BOND AND INSURANCE - The anticipated expenses for bonds and insurance have been increased over the prior year due to the anticipated costs, which were based on a review of actual historical costs and anticipation for the current fiscal year. Transportation includes increase for

property due to the anticipated completion of the Bus Barn by June 30, 2020 and a 5% increase for vehicle insurance, which anticipates the current fleet size.

OTHER MATERIALS AND SERVICES

DUES AND FEES: Budgeted at level amount for FY21, as there is not a significant change anticipated.

DUES AND FEES OTHER: Expenses are comprised of ACH Collection service for Loan Funds in order to provide electronic payment services for loan clients. There is a monthly module cost and a batch costs associated with each loan fund, which is allocated based on revenue. This line also includes reimbursement for free tickets funded through STIF.

OTHER/INKIND/TRANSFER: Transfer Source includes Transportation Operations interfund transfer in support of Mobility Management activities.

GRANTS – The Oregon Investment Board (OIB) is the only fund in MCEDD’s budget which provides grants to other entities. The fund’s anticipated expenditures includes a typical annual grant budget of \$25,000, plus \$10,000 for a grant awarded in FY20, which is ongoing.

REVOLVING LOAN FUND

IRP LOAN PAYMENTS – MCEDD has five IRP loans (\$750,000, \$1 million, \$600,000, \$310,000, and \$200,000) through the USDA that require annual payments. Included in the FY21 budget are payments of both principal and interest for all five loans.

EDA RLFS- Built into the Operational Budget for the EDA Revolving Loan Funds is a 50%+ allocation of the projected revenue that will be restricted for relending purposes only.

CAPITAL OUTLAY

NEW VEHICLES: Includes expenses associated with the purchase of two replacement vehicles, funded by a federal grant.

CARRYOVER - RESTRICTED

Special Projects carryover balance reflects the amount restricted to the special project. Additionally, Transportation Operations carryover balance is largely due to STIF carryforward, which is specific to Transportation Operations.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 BUDGET**

BUDGET APPROPRIATION BY CATEGORY			
REVENUES:	Adopted		
LOAN FUNDS (AVAILABLE TO LOAN)	4,258,988		
CARRYOVER - RESTRICTED FUNDS	368,817		
CARRYOVER - UNRESTRICTED FUNDS	181,780		
CARRYOVER FY 19 - TOTAL	4,809,584		
FEDERAL	1,781,316		
STATE	643,060		
LOCAL MATCH	90,000		
LOCAL ASSESSMENT	66,690		
CONTRACT REIMBURSEMENT	567,758		
PRINCIPAL REPAYMENTS	743,886		
LOAN INTEREST	440,545		
LOAN FEES	45,006		
OTHER REVENUE	48,380		
IN-KIND	-		
INVESTED FUNDS INTEREST	1,431		
TOTAL REVENUES	9,237,658		
EXPENDITURES:			
PERSONNEL COSTS	1,735,642		
MATERIALS AND SERVICES	742,571		
GRANTS DISBURSED	35,000		
REVOLVING LOAN FUND	5,926,017		
CAPITAL PURCHASE	176,620		
CARRYOVER			
CARRYOVER - RESTRICTED	44,879		
CARRYOVER - UNRESTRICTED	576,929		
CARRYOVER TOTAL	621,808		
TOTAL EXPENDITURES	9,237,658		

HISTORICAL COMPARISON

ADOPTED 2017-18 SUPPL	ADOPTED 2018-19 SUPPL	ADOPTED 2019-20 SUPPL		PROPOSED 2020-21 BUDGET COMMITTEE	APPROVED 2020-21 BUDGET COMMITTEE	ADOPTED 2020-21 MCEDD BOARD	1
			DESCRIPTION				2
							3
			REVENUES				5
4,869,156	3,781,742	2,815,416	LOAN FUNDS (AVAILABLE TO LOAN)	4,258,988			6
242,803	51,747	85,862	CARRYOVER - RESTRICTED FUNDS	368,817			7
341,158	443,130	495,423	CARRYOVER - UNRESTRICTED FUNDS	181,780			8
5,453,117	4,276,619	3,396,701	TOTAL CARRYOVER	4,809,584	-	-	9
							10
481,968	786,610	754,895	FEDERAL	1,781,316			11
72,454	279,455	742,668	STATE	643,060			12
19,000	65,026	74,250	LOCAL MATCH	90,000			13
55,034	69,202	80,946	LOCAL ASSESSMENTS	66,690			14
501,381	1,040,029	913,511	CONTRACT REIMBURSEMENTS	567,758			15
1,038,895	1,590,894	1,375,994	PRINCIPAL REPAYMENTS	743,886			16
362,595	495,650	477,712	LOAN INTEREST	440,545			17
49,691	40,983	41,960	LOAN FEES	45,006			18
44,638	74,408	58,393	OTHER REVENUE	48,380			19
24,473	46,079	32,435	IN-KIND	-			20
1,646	2,113	1,644	INVESTED FUNDS INTEREST	1,431			21
8,104,892	8,767,066	7,951,109	TOTAL REVENUE	9,237,658	-	-	22
			EXPENDITURES				23
			PERSONNEL COSTS:				24
616,520	948,899	1,067,797	WAGES	1,233,297			25
147,409	272,769	344,738	FRINGE BENEFITS	385,859			26
57,097	96,802	102,740	PAYROLL TAXES	116,486			27
821,026	1,318,470	1,515,275	TOTAL PERSONNEL COSTS	1,735,642	-	-	28
			MATERIALS AND SERVICES:				29
27,596	38,390	39,000	TRAVEL	30,098			30
22,790	24,344	3,900	EVENT SERVICES	14,000			31
6,500	4,750	12,310	EQUIPMENT	27,834			32
42,176	43,001	44,830	SUPPLIES	46,483			33
		0	PROFESSIONAL SERVICES:	-			34
10,788	11,850	12,600	Legal	18,083			35
13,413	13,614	14,335	Audit	21,953			36
8,451	5,450	5,725	Filing Fees	5,465			37
235,262	507,256	581,599	Contractual	354,099			38
1,000	1,000	4,000	Testing/Training/Screening	5,000			39
		0	VEHICLE COSTS	-			40
20,200	40,250	46,654	Repairs/Maintenance	31,320			41
10,415	40,636	70,983	Fuel	55,440			42
		180	Other Vehicle Costs	500			43
		0	COMMUNICATIONS:	-			44
8,785	22,530	16,700	Advertising	25,476			45
2,280	4,008	2,550	Postage & Freight	1,150			46
13,125	13,267	12,214	Printing	17,200			47
335	348	800	Pubs & Subs	800			48
11,903	13,617	18,558	Telephone & Networking Expenses	18,846			49
		0	BUILDING COSTS:	-			50
17,714	14,687	17,200	Rent	24,907			51
10,775	27,194	18,407	Utilities and Janitorial	12,600			52

HISTORICAL COMPARISON

-	41,250	61,600	Building Remodel	-			55
8,800	8,800	8,800	Building Repairs and Maintenance	3,225			56
6,714	9,554	11,008	BOND AND INSURANCE	5,787			57
		0	OTHER MATERIALS & SERVICES:	-			58
5,699	8,240	6,530	Dues and Fees	6,630			59
4,440	4,968	6,550	Other	13,674			60
		2,000	Transfer to Source	2,000			61
24,473	46,079	32,435	In-Kind	-			62
513,634	945,082	1,051,469	TOTAL MATERIALS AND SERVICES	742,571	-	-	63
							64
15,000	25,000	25,000	GRANTS DISBURSED	35,000			65
							66
			REVOLVING LOAN FUND:				67
2,959,000	3,233,385	2,347,349	New Loans Made	2,774,137			68
101,775	102,861	103,990	IRP Payment-Principal Portion	105,315			69
19,605	18,519	18,041	IRP Payment-Interest Portion	16,717			70
2,969,006	1,624,875	1,944,477	Ending Available to be Loaned	3,029,849			71
6,049,386	4,979,640	4,413,856	TOTAL REVOLVING LOAN FUND	5,926,017	-	-	72
							73
188,332	398,412	313,844	CAPITAL OUTLAY	176,620			74
							75
35,194	651,441	51,978	CARRYOVER - RESTRICTED	44,879			76
482,320	448,551	579,686	CARRYOVER - UNRESTRICTED	576,929			77
517,514	1,099,991	631,665	TOTAL CARRYOVER	621,808	-	-	78
8,104,892	8,767,066	7,951,109	TOTAL EXPENDITURES	9,237,658	0	0	79

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 ALL FUNDS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	372 MCEDD MICRO LOAN (NWBDA)	371 E371 HOUSING RLF	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	TRANSPORTATIO N OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	E905 JDRT GENERAL	E580 ARTS CLUSTER	TOTAL		
1	BEGINNING BALANCES																											
2	Loan Funds Available to Loan	536,195	80,563	10,577	213,190	56,007	47,356	4,872	45,495	88,999	5,211	1,444,738																
3	Restricted Carryover from FY20																			58,750	310,067							1,725,786
4	Unrestricted Carryover from FY20	44,781	(178)	11,604		(3,105)						33,288																368,817
5	TOTAL FUND AVAIL FOR FY21	580,976	80,385	22,181	213,190	52,902	47,356	4,872	45,495	88,999	5,211	1,478,026							58,750	405,456							4,809,584	
6																												
7	REVENUE																											
8	Federal												770,000			80,000	200,000		153,147	578,169								1,781,316
9	State												50,000						37,043	556,017								643,060
10	Local Match															62,640			50,000	40,000	(62,640)							90,000
11	Local Assessment																		4,050		62,640							66,690
12	Contract Reimbursement															4,000		95,930	423,740	44,088								567,758
13	Principal Payments	166,392	18,673	187,477	45,217	15,749	5,234	3,266	13,333	8,353	6,183	94,502																743,886
14	Loan Interest	161,617	12,983	23,501	44,446	10,870	22,568	8,323	7,603	2,286	1,677	39,026																440,545
15	Loan Processing Fees	6,750	825	600	2,250	975	750	675	900	375	-	14,000																33,281
16	Loan Filing Fees	2,500	250	250	500	100	100	200	100	100	-	500																5,325
17	Loan Late Fees	2,000	100	50	1,400	-	300	-	100	100	50	50																6,400
18	Transfer to/from (Match)																		2,000	0								2,000
19	Transfer to/from (Support)	6,975	1,932	1,178	3,393	2,026	1,791	1,461	1,602	424	212	4,006	(25,000)															-
20	Other Revenue (incl. farebox)															4,000				42,380								46,380
21	In-Kind																											-
22	Invested Funds Interest	290	40	11	107	26	24	2	23	44																		1,431
23	TOTAL REVENUE	346,523	34,804	213,067	97,313	29,747	30,767	13,927	23,660	11,682	8,122	152,084	25,000	770,000		150,640	200,000	95,930	669,980	1,260,654						294,171		4,428,074
24																												
25	WAGES																											
26	Executive Director	2,500	2,000	400	100	2,000	800	100	400	400	100	1,500			6,000	51,000		15,000	4,950	4,000	498	3,060						94,808
27	Deputy Director														3,500	2,250			21,150	44,101	2,486	3,700						77,187
28	Finance Manager	800	250	250	800						50	1,550			9,500	8,000		7,500	15,350	11,850	(160)	16,815						72,555
29	Loan Fund Manager	8,500	1,200	1,200	4,800	1,800	2,500	2,500	250	50	4,950		2,950	10,000				20,000	1,498		1,966							66,664
30	Project Managers :																											
31	Part-time Project Manager															7,600			63,813		1,387							72,800
32	Mobility/Project Manager																		50,491	21,800	262							72,553
33	Senior Project Manager															7,600			66,286		274	2,000						76,160
34	Program Manager																		59,300		270							59,570
35	Transportation Operations Manager																											63,347
36	Dispatch/Scheduler																											69,450
37	Full Time Drivers																											238,623
38	Part Time Drivers																											67,372
39	Administrative Assistant	3,000	650	650	1,500	500	500	500	500	250	250	500			6,700			4,500	13,850	9,300		4,000						47,150
40	Office Administrator														2,700	3,800		1,450	15,576		2,835	11,135						46,796
41	Support Staff												25,000				75,000											108,263
42	Total Wages	14,800	4,100	2,500	7,200	4,300	3,800	3,100	3,400	900	450	8,500		27,950	38,400	80,250	75,000	48,450	312,264	529,843	9,818	48,973					1,233,297	
43	Fringe Benefits	3,904	1,081	659	1,899	1,134	1,002	818	897	237	119	2,242		7,372	10,128	21,166	19,781	12,779	83,155	201,854	2,716	12,917						385,859
44	Payroll Taxes	1,282	355	217	624	372	329	268	294	78	39	736		2,421	3,326	6,950	6,496	4,196	27,036	56,334	892	4,241						116,486
45	TOTAL PERSONNEL COSTS	19,985	5,536	3,376	9,723	5,807	5,131	4,186	4,591	1,215	608	11,478		37,743	51,854	108,366	101,277	65,425	422,455	788,030	13,425	66,131					1,735,642	
46																												
47	TRAVEL & CONFERENCES	850	100	100	500	300	300					750			700	6,998	500	1,000	16,000			2,000						30,098
48	EVENT SERVICES															5,500	2,000		6,500									14,000
49	EQUIPMENT																2,500			24,334		1,000						27,834
50	SUPPLIES														1,000		300		32,633	6,550		6,000						46,483
51	PROFESSIONAL SERVICES																											
52	Legal	4,800	348	120	2,500	200	150	100	100	100	65	100		500	1,000			1,000				1,000	6,000					18,083
53	Auditing	1,360	122	193	393	106	193	80	78	25	15	435			1,189			3,000		7,849		6,915						21,953
54	Filing Fees	2,500	250	250	500	100	100	200	100	100		500		140	75								650					5,465
55	Contractual														1,100		72,769		104,550	64,750		15,000	95,930					354,099

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 ALL FUNDS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
1	DESCRIPTION	320/E320 IRP	321/E321 IRP SH	322/E322 IRP WA	336/E336 EDA RLFs	345/E345 RLF REG STRAT	350/E350 RBEG- OR	355/E355 RBEG-WA	357/E357 RBEG-KL/SK	370/E370 CDBG- MICRO ENT	372 MCEDD MICRO LOAN (NWBDA)	371 E371 HOUSING RLF	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	TRANSPORTATIO N OPERATIONS	802/804 GENERAL FUND	801 ADMIN	E975 OIB AGENCY	E905 JDRT GENERAL	E580 ARTS CLUSTER	TOTAL	1	
71	Building Remodel -Transit Center	371	103	63	181	108	95	78	85	23	11	213	-	701	963	2,013	1,881	1,215	7,847	-	(15,951)	-				-	72	
72	Building Remodel - Allocation	71	20	12	35	21	18	15	16	4	2	41	-	135	185	387	361	233	1,504	-	(3,061)	-				-	73	
73	Building Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,225	-				3,225	74	
74	BOND AND INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,787	-				5,787	75	
75	OTHER MATERIALS & SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	76	
76	Dues and Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	-	-	500	1,200	-	1,930				6,630	77	
77	Other	73	7	10	40	11	20	8	8	3	92	92	-	-	200	-	-	-	3,311	9,800	-	-				13,674	78	
78	TRANSFER TO SOURCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-				2,000	79	
79	IN-KIND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	80	
80	TOTAL MATERIALS AND SERVICES	10,605	1,110	846	4,431	1,014	1,025	603	521	290	202	2,464	-	2,570	7,227	23,729	90,625	8,796	195,848	265,252	(19,012)	36,845	107,580	-	-	742,571	81	
81																												82
82	GRANTS DISTRIBUTED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000			35,000	83	
83	REVOLVING LOAN FUND																											84
84	New Loans Made	450,000	55,000	40,000	150,000	65,000	50,000	45,000	60,000	25,000	8,726	1,400,000											425,411			2,774,137	85	
85	Loan Principal	87,861	6,892	10,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				105,315	86	
86	Loan Interest	12,549	1,598	2,570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				16,717	87	
87	Ending Loan Available Balance	285,200	41,312	163,587	139,952	9,876	18,590	(33,745)	1,022	73,377	3,400	170,460	-	704,852									1,451,967			3,029,849	88	
88	CAPITAL PURCHASE																				176,620						176,620	89
89	Carryover to FY22 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	25,000	-		9,879	-	-	-	10,000						44,879	90	
90	Carryover to FY22 (Unrestricted Funds)	48,149	98	12,086	-	(2,868)	-	-	-	-	-	38,156	-	-			(0)	16,477	76,710	391,837	5,587					576,929	91	
91	TOTAL DIRECT EXPENSES	914,349	111,546	233,027	304,106	78,828	74,746	16,044	66,134	99,882	12,936	1,622,557	25,000	745,165	59,081	141,975	191,902	90,698	695,013	1,631,739	-	102,976	2,019,958	-	-	9,237,658	92	
92																												93
93	FACILITY SPREAD - TRANSPORTATION	290	80	49	141	84	74	61	67	18	9	167	-	548	753	1,573	1,470	950	6,121	(12,454)	-	-				-	94	
94	FACILITY SPREAD - NON TRANSPORTATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	95	
95	TRANSPORTATION ADMIN SPREAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				-	96	
96	LOAN FUNDS SPREAD	11,553	3,200	1,951	5,620	3,357	2,966	2,420	2,654	703	351	6,635	-	21,817	(63,227)	-	-	-	-	-	-	-				-	97	
97	ADMIN SPREAD	1,308	362	221	636	380	336	274	300	80	40	751	-	2,470	3,394	7,092	6,628	4,282	27,597	46,825		(102,976)				-	98	

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 OPERATIONAL BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	DESCRIPTION	320 IRP	321 IRP SHERMAN	322 IRP WA	336 EDA RLFS	345 RLF REG STRAT	350 RBEG- OR	355 RBEG-WA	357 RBEG-KL/SK	370 CDBG- MICRO ENT	371 HOUSING RLF	372 MCEDD Micro Loan (NWBDA)	OCF Grant	EDA CARES ACT RLF	390 GEN LOAN FUNDS	101 PLANNING GRANT	EDA CARES Planning Grant	552 OIB STAFFING	SPECIAL PROJECTS	601 - 690 TRANSPOR- TATION	802/804 GENERAL FUND	801 ADMIN	TOTAL	1	
79	IN-KIND																								80
80	TOTAL MATERIALS AND SERVICES	10,605	1,110	846	4,431	1,014	1,025	603	521	290	2,464	212	-	2,570	7,227	19,729	90,625	8,796	195,848	265,252	(19,012)	36,845	631,001	81	
81																									82
82	GRANTS DISTRIBUTED																								83
83	REVOLVING LOAN FUND																								84
84	New Loans Made																								85
85	Loan Principal	87,861	6,892	10,562																					86
86	Loan Interest	12,549	1,598	2,570																					87
87	Loan Available Balance	32,613	(2,924)	5,533	31,545	3,120	16,000	3,118	2,194	1,025	30,988	719		704,853											88
88	CAPITAL PURCHASE																								89
89	Carryover to FY22 (Restricted Funds)	-	-	-	-	-	-	-	-	-	-	-	25,000			9,879								176,620	90
90	Carryover to FY22 (Unrestricted Funds)	48,149	98	12,086		(2,868)												16,477		76,710			391,837	5,109	91
91	TOTAL EX W/O INDIRECT	211,762	12,310	34,973	45,698	7,072	22,156	7,907	7,306	2,530	83,317	1,539	25,000	745,166	59,081	137,975	191,902	90,698	695,013	1,631,739		102,976	4,116,119	92	
92																									93
93	FACILITY SPREAD - TRANSPORTATION	290	80	49	141	84	74	61	67	18	167	9	-	548	753	1,573	1,470	950	6,121	(12,454)					94
94																									95
95	TRANSPORTATION ADMIN SPREAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96
96	LOAN FUNDS SPREAD	11,553	3,200	1,951	5,620	3,357	2,966	2,420	2,654	703	6,635	351	-	21,817	(63,227)										97
97	ADMIN SPREAD	1,308	362	221	636	380	336	274	300	80	751	40	-	2,470	3,394	7,092	6,628	4,282	27,597	46,825		(102,976)			98
98	TOTAL EXPENSES	224,913	15,953	37,194	52,096	10,893	25,532	10,661	10,328	3,329	90,870	1,939	25,000	770,001	-	146,640	200,000	95,930	728,731	1,666,110			4,116,119	99	
99																									100
100	DIFFERENCE	-	-	-	-	-	-	-	-	-	-	-	-	(1)	-	-	(0)	0	(0)	(0)	-	-	-	0	101

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 SPECIAL PROJECTS BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
61	ADMIN SPREAD	27,597	-	2,933	327	-	2,147	3,030	354	66	-	2,697	267	432	44	5,519	420	820	-	88	4,909	155	265	-	60
62	TOTAL EXPENSES	648,399	-	52,041	5,804	105,503	38,576	71,368	6,792	2,361	500	57,649	14,593	19,714	754	109,095	7,745	16,049	5,453	40,358	83,758	2,639	4,523	9,915	61
63	Carryover to FY22 (Restricted Funds)	-																							62
64	Carryover to FY22 (Unrestricted Funds)	83,455	25,000	(291)	196	9,497	6,424	8,632	208	39	-	2,351	157	286	(54)	3,830	255	5,266	47	(318)	16,242	2,911	2,777	85	63

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY2021 TRANSPORTATION BUDGET**

	A	B	C	D	E	F	G	H	I	K	L	M	N	O
1	DESCRIPTION	TOTAL TRANSPORTATION OPERATIONS	601 TRANS GENERAL FUND	603 ODOT Operations/Dial A Ride	604 Brokerage Rides	606 Wasco Co STF	607 Wasco Co 5310 Support (Purchased Svcs)	608 Facility	609 ODOT Vehicle Grants	611 Bus/Bus Shelters and PUD	612 STIF Transportation Package	613 Deviated Fixed Route	690 Transportation Admin	1
2	BEGINNING BALANCES													2
3	Loan Funds Available to Loan	-									0			3
4	Restricted Carryover from FY20	310,067									310,067			4
5	Unrestricted Carryover from FY20	95,389	80,389							15,000	-			5
6	TOTAL FUND AVAIL FOR FY21	405,456	80,389	-	-	-	-	-	-	15,000	310,067	-	-	6
7														7
8	REVENUE													8
9	Federal	578,169		129,749			105,023		150,127		-	193,270		9
10	State	556,017				67,700					488,317			10
11	Local Match	40,000	20,000	20,000							-			11
12	Local Assessment	-									-			12
13	Contract Reimbursements	44,088	4,200		39,888						-			13
14	Principal payments	-									-			14
15	Loan Interest	-									-			15
16	Loan Processing Fees	-									-			16
17	Loan Filing Fees	-									-			17
18	Loan Late Fees	-									-			18
19	Transfer From/To Fund Source (MATCH)	0	(20,000)	89,493		(67,700)	(10,786)		26,993		(205,222)	187,222		19
20	Transfer From/To Fund Source (SUPPORT)	-		12,677			(37,584)	24,907			-			20
21	Other Revenue (incl Farebox)	42,380	4,620	31,712							-	6,048		21
22	In-Kind	-									-			22
23	Invested Funds Interest	-		-	-	-	-	-	-	-	-	-	-	23
24	TOTAL REVENUE	1,260,654	8,820	283,631	39,888	-	56,653	24,907	177,120	-	283,095	386,540	-	24
25														25
26	WAGES													26
27	Executive Director	4,000									1,500	1,000	1,500	27
28	Deputy Director	44,101	2,486	3,265	1,000						27,300	3,000	7,050	28
29	Finance Manager	11,850	3000	250							8,600			29
30	Loan Fund Manager	-									-			30
31	Project Managers :	-									-			31
32	Part-time Project Manager	-									-			32
33	Mobility/Project Manager	21,800									21,800			33
34	Project Manager	-									-			34
35	Program Manager	-									-			35
36	Transportation Operations Manager	63,347	1,637	20,000	4,000						25,531	8,561	3,618	36
37	Dispatch/Schedulers	69,450	1,054	22,726	3,196						11,502	30,972		37
38	Full Time Drivers	238,623	3,062	76,629	10,777						43,725	104,431		38
39	Part Time Drivers	67,372	2,261	20,591	2,896						13,562	28,062		39
40	Office Administrator	9,300		3,000	750						4,550	1,000		40
41	Total Wages	529,843	13,499	146,460	22,618	0	0	0	0	0	158,071	177,026	12,168	41
42	Fringe Benefits	201,854	5,093	55,253	8,533	0	0	0	0	0	60,010	68,374	4,590	42
43	Payroll Taxes	56,334	1,422	15,423	2,382	0	0	0	0	0	16,751	19,074	1,281	43
44	TOTAL PERSONNEL COSTS	788,030	20,013	217,137	33,533	-	-	-	-	-	234,832	264,474	18,040	44
45														45
46	TRAVEL & CONFERENCES	-									-			46
47	EVENT SERVICES	-									-			47
48	EQUIPMENT	24,334						3,834			4,500	1,000	15,000	48

SALARY SCALE

FY21 2% COLA

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$83,495	\$87,670	\$92,053	\$96,656	\$101,489	\$106,563
	\$85,165	\$89,423	\$93,894	\$98,589	\$103,519	\$108,695

Deputy Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$64,660	\$67,894	\$71,289	\$74,852	\$78,594	\$82,524
	\$65,953	\$69,252	\$72,715	\$76,349	\$80,166	\$84,174

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$64,660	\$67,894	\$71,289	\$74,852	\$78,594	\$82,524
	\$65,953	\$69,252	\$72,715	\$76,349	\$80,166	\$84,174

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$59,822	\$62,815	\$65,953	\$69,252	\$72,715	\$76,349
	\$61,018	\$64,071	\$67,272	\$70,637	\$74,169	\$77,876

Senior Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$62,405	\$65,525	\$68,800	\$72,239	\$75,851	\$79,644
	\$63,653	\$66,836	\$70,176	\$73,684	\$77,368	\$81,237

Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$59,432	\$62,404	\$65,525	\$68,800	\$72,240	\$75,852
	\$60,621	\$63,652	\$66,835	\$70,176	\$73,685	\$77,369

Transportation Operations Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$53,907	\$56,603	\$59,432	\$62,404	\$65,525	\$68,800
	\$54,985	\$57,735	\$60,621	\$63,652	\$66,835	\$70,176

Program Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$45,821	\$48,112	\$50,518	\$53,043	\$55,696	\$58,481
	\$46,738	\$49,075	\$51,528	\$54,104	\$56,810	\$59,650

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$44,869	\$47,112	\$49,468	\$51,941	\$54,538	\$57,265
	\$45,766	\$48,054	\$50,457	\$52,980	\$55,629	\$58,410
Hrly	\$23.47	\$24.64	\$25.88	\$27.17	\$28.53	\$29.95

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$33,660	\$35,343	\$37,110	\$38,966	\$40,914	\$42,960
	\$34,333	\$36,050	\$37,852	\$39,745	\$41,732	\$43,819
Hrly	\$17.61	\$18.49	\$19.41	\$20.38	\$21.40	\$22.47

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$30,330	\$31,710	\$33,130	\$34,611	\$36,173	\$37,816
	\$30,937	\$32,344	\$33,793	\$35,303	\$36,897	\$38,573
Hrly	\$15.87	\$16.59	\$17.33	\$18.10	\$18.92	\$19.78

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY20	\$29,742	\$31,081	\$32,460	\$33,921	\$35,463	\$37,228
	\$30,337	\$31,703	\$33,110	\$34,600	\$36,172	\$37,973
Hrly	\$15.56	\$16.26	\$16.98	\$17.74	\$18.55	\$19.47

MEDICAL COVERAGE

Based on +5.5% for Medical/VSP, 0% Dental, 0% Life

Covers	Plan (s)	Deductible	Rider	Rider	Rider
All Eligible Employees	Copay A RX4	\$250	Vision VSP-1	Alt. Care - Copay Plan	Well Baby N/A
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family	
Monthly Employer Share		740.23	1,154.94	1,428.30	
Monthly Employee Share			414.70	688.07	
Total			1,569.64	2,116.36	
Annual Employer Share		8,882.78	13,859.23	17,139.56	
Annual Employee Share			4,976.45	8,256.78	

Dental				
Covers	Plan	Deductible		
All Employees	Dental II	\$0		
<i>Cost of Plan</i>		Emp Only	Emp + SP	Emp + Family
Monthly Employer Share		53.02	72.70	107.63
Monthly Employee Share			19.68	54.61
Total		53.02	92.37	162.24
Annual Employer Share		636.24	872.34	1,291.56
Annual Employee Share			236.10	655.32

Life Coverages - Employer Provided (based on eligibility/FTE)

Life 1.5 X Salary - Covers: all employees
 AD & D Matching life amount - Covers: all employees
 LTD 50% of salary - Covers: all employees

Retirement - Employer Provided

Employees receive 8.75% of annual salary placed in existing 457(b) Program.

Premium Only Section 125 Plan

Employees may elect to participate in a pre-tax plan for certain qualified medical expenses.

LOCAL ASSESSMENT - FY21		
		FY21
CURRENT	2010 POPULATION	\$0.67 PER CAPITA
COUNTIES		
Hood River (Unincorp.)	14,035	9,403
Sherman	1,765	1,183
Wasco (Unincorp.)	10,056	6,738
Klickitat (Unincorp.)	13,975	9,363
Skamania (Unincorp.)	8,645	5,792
TOTAL COUNTIES		32,479
CITIES		
Antelope	46	31
Dufur	604	405
Maupin	418	280
Mosier	433	290
Shaniko	36	24
The Dalles	13,620	9,125
Cascade Locks	1,144	766
Hood River	7,167	4,802
North Bonneville	956	641
Stevenson	1,465	982
Bingen	712	477
Goldendale	3,407	2,283
White Salmon	2,224	1,490
TOTAL CITIES		21,596
TOTAL PER CAPITA	80,708	54,075
		\$2,577 PER PORT
PORTS		
Hood River		2,577
The Dalles		2,577
Klickitat		2,577
Skamania		2,577
Cascade Locks		2,577
TOTAL PORTS		12,885
TOTAL		66,960

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
Acronym Sheet

AHDRLF- Attainable Housing Development RLF (a MCEDD housing loan fund)

CDBG- Community Development Block Grant (a MCEDD microenterprise loan fund)

COLA – Cost of Living Allowance

EDA – Economic Development Administration

GOBHI- Greater Oregon Behavioral Health, Inc

GTA – Gorge Technology Alliance

IRP – Intermediary Relending Program (a set of MCEDD loan funds)

JDRT – John Day River Territory

MCEDD – Mid-Columbia Economic Development District

NADO – National Association of Development Organizations

NEMT- Non-Emergency Medical Transportation

OIB – Oregon Investment Board

ODOT- Oregon Department of Transportation

PTO – Personal Time Off

RBEG – Rural Business Enterprise Grant (a MCEDD loan fund)

REG STRAT – Regional Strategies (a MCEDD loan fund)

RLF – Revolving Loan Fund

SAIF – State Accident Insurance Fund

SDAO – Special Districts Association of Oregon

STIF – Statewide Transportation Improvement Fund (transportation package fund source)

STF- Special Transportation Fund (a funding source for transportation)

WSDOT- Washington State Department of Transportation